



Job Announcement

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| Opening Date: | September 26, 2013 | Closing Date: | October 10, 2013 |
| Job Title: | District Court Commissioner | Position Type: | Contractual Full-time |
| PIN: | CN11501 | FLSA Status: | Exempt |
| Locations: | District 11, Washington County Hagerstown, Maryland | Salary: | \$45,042 |
| | | Financial Disclosure: | Yes |

Regular State employees subject to promotion/demotion policy

Essential Functions: District Court Commissioners are judicial officers involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds or determining conditions of pre-trial release for arrested persons. District Court Commissioners receive general supervision from a District Court Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation. District Court Commissioners are assigned to day, evening or night shifts, or serve in an "on-call" capacity, and are subject to call-in during emergencies and staffing shortages. Work is performed in a District Court building, police station or Central Booking facility. Employees may be exposed to individuals who are hostile, emotionally charged and/or unhealthy or wounded.

District Court Commissioners are appointed by the Administrative Judge of the assigned District with the approval of the Chief Judge. District Court Commissioners serve at the pleasure of the Chief Judge.

Education: B.S. or B.A. degree from an accredited college or university.

Skills/Abilities: Demonstrated experience using a personal computer and the ability to type efficiently. Excellent interpersonal skills as well as a professional demeanor. Candidate must have the ability to make decisions based on criteria set forth in the Law and Administrative regulations. In addition, candidate must have the ability to work day, evening, or night shifts including weekends. Must be able to travel to various court locations in District 11. Ability to perform all essential functions of the position.

NOTE: EMPLOYEE MUST RESIDE IN WASHINGTON COUNTY UPON EMPLOYMENT.

Application for DC Commissioner (DCA89) must be submitted. To receive an application, please call Timothy D. Haven, Administrative Commissioner at 240-313-2843 or download the application from our website: www.mdcourts.gov. Materials must be received by 4:30 p.m. on the closing date at the address below:

Timothy Haven, Administrative Commissioner
Commissioner's Office
WCDC, 500 Western Maryland Parkway
Hagerstown, Maryland 21740

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.